

**General Employees' Pension Board Regular, Quarterly Meeting**  
**January 27, 2022 - 8:30am**

The regular, quarterly meeting of the City of Lake Wales General Employees' Pension Board was held on January 27, 2022 via in-person and Telephonic Conference call, beginning at 8:30a.m. Violeta Salud, Chairperson, conducted the meeting.

**Agenda Item 1: CALL TO ORDER:**

The meeting was called to order at 8:30 A.M.

**Agenda Item 2: BOARD MEMBERS PRESENT:**

Commissioner Robin Gibson  
Linda Kimbrough  
Sarah Kirkland  
Kevin Sumnerlan  
Violeta Salud

**BOARD MEMBERS ABSENT:**

**CITY REP PRESENT:**

Carmen Ortiz, Recording Secretary

**OTHER ATTENDEES:**

Sandra Davis, City of Lake Wales  
Todd Wishnia, Highland Capital Management, LLC  
Adam Levinson, Klausner, Kaufman, Jensen & Levinson  
Patrick Donlan, Foster & Foster

**Agenda Item 3: COMMUNICATIONS AND PETITIONS:**

There were no communications or petitions.

**Agenda Item 4: APPROVAL OF MINUTES:**

**October 28, 2022 Regular Meeting Minutes**

Sarah Kirkland made a motion to approve the minutes, Commissioner Gibson seconded the Motion.

**VOTE: All "AYE", None "NAY"**

**Motion passed, 5/0 vote**

**Agenda Item 5: KLAUSNER, KAUFMAN, JENSEN & LEVINSON:**

## 2021 Special Tax Notice

Adam Levinson discussed the Special Tax Notice for the Lake Wales General Employees' Pension Plan and Trust insert that he provided. He explained about the rollover Options form which alerts employees who transfer or leave the City of Lake Wales about tax information and other important topics regarding their pension funds.

Adam also talked about Legislative Updates on new requirements and ordinances on Actuaries and Pensions.

### Agenda Item 6: FOUR & COSTS:

#### October 1, 2021 Actuarial Valuation Report

Patrick Donlan provided this fiscal years' Actuarial Valuation Report dated October 1, 2021. He stated it was a great year in the investment environment per the information provided on page 6 of the report:

Valuation Date	10/1/2021	10/1/2020
Applicable to Fiscal Year Ending	9/30/2023	<u>9/30/2022</u>
Minimum Required Contribution % of Projected Annual	12.7%	13.7%
Member Contributions (Est.) % of Projected Annual Payroll	5.0%	5.0%
City Required Contribution 2 % of Projected Annual Payroll	7.7%	8.7%

Plan experience was favorable overall on the basis of the plan's actuarial assumptions. Sources of actuarial gain included an average salary increase of 3.99 % which fell short of the 4.78 % assumption and an investment return of 7.84 % (Actuarial Asset Basis) which exceeded the 7.50 % assumption. There were no significant sources of actuarial loss.

Adam Levinson suggested that we should have conversations with investment consultants and managers regarding this report, and we can have them attend at a future meeting. Violeta Salud stated that the Actuarial Report should be approved for now until we get conversations with the investments consultants and managers.

Commissioner Gibson made a motion to approve the October 1, 2021 Actuarial Valuation Report, Sarah Kirkland seconded the Motion.

**VOTE: All "AYE", None "NAY"**

**Motion passed, 5/0 vote**

**Agenda Item 7: HIGHLAND CAPITAL**

Todd Wisniewski spoke about the Total Return Summary / Quarter to date and Fiscal Year to date values as follows:

	<u>Quarter to date</u> <u>(10/1/21 - 12/31/21)</u>	<u>Fiscal Year to date</u> <u>(10/1/21 - 12/31/21)</u>
<b>Beginning Market Value</b>	\$13,054,625	\$11,895,228
<b>Ending Market Value</b>	\$13,712,711	\$13,712,711
<b>Difference</b>	\$658,085	\$1,817,483
<b>Contributions</b>	\$506,779	\$523,705
<b>Withdrawals</b>	-\$530,000	-\$530,000
<b>Gain/Loss</b>	\$681,307	\$1,823,778
<b>Cumulative Return</b>	5.22%	15.33%

**Agenda Item 8: RAYMOND JAMES:**

**Portfolio Performance Report**

Chris Rafool was not present; however, he sent the Portfolio Performance Report for the 4<sup>th</sup> quarter of 2021 period ending December 31, 2021 as shown below:

**Summary of Investment Growth this Quarter:**

Beginning Market Value	\$13,957,199
Contributions	\$169,736
Withdrawals	-\$185,394
Net Cash Flow	\$15,658
<u>Net Investment Change</u>	<u>\$736,923</u>
<b>Ending Market Value</b>	<b>\$14,678,465</b>

**Agenda Item 9: NEW BUSINESS:**

**Approval of Invoices:**

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Klausner, Kaufman, Jensen & Levinson  
\$665.50 (# 29892, December 31, 2021)

Foster & Foster \$19,575.00 (# 22494, January 20, 2022)

Highland Capital Equity \$11,842.28 (# 29615, 4<sup>th</sup> qtr. 2021)  
Fixed income \$2,638.50 (# 29614, 4<sup>th</sup> qtr. 2021)

Sarah Kirkland made a motion to approve paying the above invoices, Commissioner Gibson seconded the Motion.

**VOTE: All "AYE", None "NAY"**  
**Motion passed, 5/0 vote**

Kevin Sunderland had a question regarding a Florida Public Pension & Trustees Association Beginners' Course to introduce Pension Membership to get more familiar with the subject, and he would like to take that one-day course. He stated the registration fee was \$150, and wanted to know the procedure so that he can register. Sandra Davis stated that as long as the Board agreed, we can help Kevin with the fees. Commissioner Gibson stated that he agrees, and that the Pension Administrative Fees would be able to cover the expense. Violeta also agreed, and there were no objections to covering the fees.

**The meeting was adjourned at 9:08 am.**

**Next meeting was scheduled for Thursday, April 28<sup>th</sup>, 2022 at 8:30 am.**

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Violeta B. Salud, Chairperson

ATTEST:

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Prepared by: Carmen Ortiz for the Board of Trustees

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